

NOTICE OF POSITION VACANCY

NO. 09-001

**OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**

APPLICATION DEADLINE: Open until filled

POSITION TITLE: DEPUTY CLERK GENERALIST

STARTING SALARY: Grade CL23 - \$30,493 - \$37,799 depending on qualifications and experience

DUTIES: All duties of a deputy clerk, as assigned, including: Typing, filing and general clerical duties; preparation and maintenance of records of civil and criminal cases and administrative records of the court; assistance to visitors in person and by telephone; answering routine questions and directing callers, as appropriate; handling incoming and outgoing mail; general secretarial support, as needed; other duties as assigned.

QUALIFICATIONS: High school graduate or higher with two years general office experience. Must have excellent typing skills; discharge duties described above; read, comprehend and make summary extracts of documents; deal with the public courteously and effectively; understand and use judgment in following directions; work overtime and outside ordinary working hours when required. Experience with computer applications, preferably expertise in WordPerfect 8.0 or 10.0.

ADDITIONAL REQUIREMENTS INCLUDE:

knowledge of spelling, punctuation, and grammatical usage;
ability to examine documents for accuracy and completeness;
ability to maintain accuracy and composure under pressure;
ability to express oneself clearly and concisely both orally and in writing.

APPOINTMENT: Full-time position - 40 Hours per week

LOCATION: New Orleans, LA

TO APPLY: Application Form AO78, Application for Judicial Branch Federal Employment, is available on the court's website at www.laed.uscourts.gov or in the Office of the Clerk, 500 Poydras Street, Rm. C-151, New Orleans, LA 70130, from 8:30 a.m. to 5:00 p.m. Monday through Friday. Submit form AO78 or detailed resume, showing education, employment and salary history and a detailed description of duties performed, to Clerk of Court, U.S. District Court, 500 Poydras St., Rm. C-151, New Orleans, LA 70130.

****THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER****

SEE REVERSE SIDE FOR MORE INFORMATION AND EMPLOYEE BENEFITS

Announcement Date: June 19, 2009

EMPLOYEES OF THE UNITED STATES DISTRICT COURT ARE NOT SUBJECT TO REGULATIONS OF THE CIVIL SERVICE COMMISSION. HOWEVER, UNDER THE JUDICIAL SYSTEM THEY ARE ENTITLED TO THE SAME BENEFITS AS OTHER FEDERAL GOVERNMENT EMPLOYEES. SOME OF THE BENEFITS ARE:

13 DAYS OF PAID VACATION PER YEAR FOR THE FIRST 3 YEARS OF EMPLOYMENT. THEREAFTER, 20 TO 26 DAYS PER YEAR DEPENDENT UPON LENGTH OF FEDERAL SERVICE.

MANDATORY PARTICIPATION IN THE FEDERAL EMPLOYEES RETIREMENT SYSTEM.

OPTION TO PARTICIPATE IN HEALTH AND LIFE INSURANCE PROGRAMS.

PROMOTIONS ARE AT THE DISCRETION OF THE COURT BASED UPON JOB CLASSIFICATION, EXPERIENCE AND PERFORMANCE.

10 PAID HOLIDAYS PER YEAR.

WHEN COMPUTING EMPLOYEE LEAVE AND RETIREMENT BENEFITS, TIME IN SERVICE WITH OTHER FEDERAL AGENCIES, AS WELL AS TIME FOR PRIOR MILITARY SERVICE IS TAKEN INTO CONSIDERATION.

ELIGIBILITY FOR BENEFITS VARIES WITH PART-TIME AND/OR TEMPORARY APPOINTMENTS.

THE OFFICE OF THE CLERK PROVIDES CLERICAL SUPPORT AND RECORD KEEPING SERVICES TO THE U.S. DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA. THE CLERK'S OFFICE PROVIDES BOTH SHORT AND LONG RANGE OPPORTUNITIES FOR THOSE INTERESTED IN A SERVICE CAREER WITH THE UNITED STATES COURTS.

PLEASE NOTE: DUE TO THE GREAT NUMBER OF APPLICATIONS GENERALLY RECEIVED FOR POSITION VACANCIES, WE REGRET THAT ONLY THOSE APPLICANTS INTERVIEWED WILL BE NOTIFIED OF OUR HIRING DECISION.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER PROGRAM PARTICIPATION FOR PAYMENT OF NET PAY.